

# SUNBURY CHRISTIAN ACADEMY



*"Train up a child in the way he should go, and when he is old, he will not depart from it." -Proverbs 22:6*

## EAGLES

## **STUDENT**

### HANDBOOK OF GUIDELINES, RULES, & PROCEDURES

2017



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**The final interpretation of a policy in this handbook will reside with the Administrator, subject only to review by the Sunbury Christian Academy Committee at its discretion.**

### **Introduction**

Sunbury Christian Academy (SCA) was founded in 1974 as a ministry of Sunbury Bible Church. Sunbury Bible Church (SBC) exists to give all glory to God by worshipping Him in spirit and truth. Empowered by the Gospel, SBC seeks to disciple believers to Christ-like maturity, equip them to reach out to all people in love and proclaim His salvation both near and far.

### **SBC Vision Statement**

Loving God, Reaching Out, Loving All!

### **SCA Mission Statement**

Integrating Biblical values with quality education

### **Philosophy of Education**

Sunbury Christian Academy is founded upon the belief that all truth is from God and is revealed in the inspired and infallible Word of God.

The most effective education takes place in an atmosphere where God is honored, His Word taught, and all academic subjects and activities are viewed through the filter of scripture. The following statements represent the heartfelt convictions of each school board member, and staff at SCA.

1. "All Scripture is given by the inspiration of God" and is without error in its original writings. (II Timothy 3:16, II Peter 1:21)
2. God is the Creator, Sustainer, and Sovereign of the universe. (Gen 1:1-31, John 1:1-14, Isaiah 40:28, Isaiah 45:18, Hebrews 1:3, Daniel 4:17, Exodus 15:6, Job 37:23, John 13:3, Colossians 2:10)
3. God has revealed Himself to man through creation, the Bible, and the Incarnation. (Romans 1:20, Luke 24:26-7, Luke 16:31, Luke 24:44, John 1:1-14, John 17:14)
4. There is one Triune God, eternally existent as the Father, the Son, and the Holy Spirit who created man by a direct, immediate act. (Matthew 28:19, John 10:30, Genesis 1:1)
5. Jesus Christ is God Jesus. He pre-existed in heaven, was sent by God the Father to be born of a virgin, and lived a sinless life so that He could redeem sinful man and reconcile him to God by His substitutionary death on the cross. (Luke 1:35, Ephesians 1:7, Hebrews 4:15 & 7:26). Jesus Christ is the only one who can bring man to a saving relationship with God. (John 8:58, Hebrews 12:2, Matthew 28:19, John 1:1-14, Hebrews 1:3, 1 Thessalonians 5:9, 2 Timothy 2:10, Acts 4:12, John 10:9, Acts 15:11)
6. The Holy Spirit is God and is the One who indwells the Christian, convicting him of sin, illuminating the truth of God to him and empowering him to obey God. (Psalm 51:11, Matthew 28:19, Mark 13:11, John 14:26, Acts 4:31, 2 Timothy 1:14, Titus 3:5, Ephesians 1:13)
7. All are sinners, separated from God, and can be saved from eternal damnation by grace (alone), through faith in Jesus Christ. (Romans 3:10 & 23, Ephesians 2:8-10)
8. Fellowship with God can only be restored through salvation in Christ. (I Thessalonians 5:9, 2 Timothy 3:15, Hebrews 9:28, Acts 4:12)
9. The Bible reveals who God is, what He has done, and His standard of conduct for man. (Psalm 119, John 19:28, Galatians 3:8, Galatians 3:22, 2 Timothy 3:16, James 2:8, Exodus 20:1-21, Joshua 22:5)
10. We believe in the spiritual unity of all true believers in the Lord Jesus Christ. Our lives should honor and glorify God and bear witness of God's saving grace through the ministry of the Holy Spirit in our lives. Romans 8:9 & 13-14, Galatians 3:26, I Corinthians 3:16, Ephesians 4:30

Since SCA adheres to a Biblical worldview, Scriptural values and principles permeate every aspect of SCA.

## **Parent Commitment**

1. Parents will encourage and promote spiritual goals of SCA by supporting biblical standards of conduct toward the Academy Administration, faculty members, and other students in cooperation with school standards. Parents are encouraged to promote the spiritual education of their student/s by setting a biblical example, by encouraging Scripture reading, and by promoting attendance in a Bible teaching church.
2. Parents will support the academic goals of SCA by requiring the necessary amount of study,
3. Parents will support the behavioral goals of SCA by cooperating with administration, teachers, and peers. Parents will encourage their student/s to be respectful toward others, diligent in attitude, and accountable for the results. *See Appendix for Student Code of Conduct*

## **Parental and School Communication**

In an effort to maintain clear and open communication, SCA staff and parents will use the following means:

1. **RENWEB** – Internet-based school management system allowing communication (grades, assignments and emails) between parents, students and the school.
2. **REPORT CARDS** – Academic progress will be reported to parents on a quarterly basis. Students (Grades K-12).
3. **E-MAIL/TELEPHONE** – School Administration and Teachers may contact parents to discuss matters of mutual concern. Parents may e-mail the teacher or contact the school office and leave a message on the teacher's voicemail.
4. **NEWSLETTERS** – Available on our website at [www.sunburychristianacademy.org](http://www.sunburychristianacademy.org)
5. **CONFERENCES** – Parent/Teacher Conferences will be listed each year on the school calendar.

## **School Policies, Guidelines and Procedures**

### **Medical Guidelines**

Each student in Grades Preschool, Kindergarten, 6th & 11th is required to have a Physical Exam. Students in Grades Kindergarten, 3rd & 7th are also required to have Dental Exams. Forms are available in the school office. **Students must have all forms returned to the school office before starting school for each year these forms are required.**

If the student has contracted any of the following illnesses listed, the student must abide by the school policy before returning to SCA.

1. Fever of 100 degrees or higher: Student may return 24 hours after fever is below 100 degrees.
2. Head Lice: Student may return after the first treatment. All the nits must be removed to prevent re-infestation.
3. Chicken Pox: Please alert the school office if your child has chicken pox so that we may inform families who have had contact with your child. Students may return to school when new lesions are no longer breaking out and all spots are scabbed or have crusted over.
4. Strep Throat: Student may return 24 hours after medication has begun.

## **Medication and Treatment Policy**

In accordance with the recommendation of the Pennsylvania Department of Health, students will be given prescription medication and/or treatment only on the direct written order of a physician.

The student, parent, guardian or responsible adult, who is acting on behalf of the student, should bring the prescription medication and the properly completed forms to the school office. A designated individual will observe the student self-administer the medication. The Administrator, in cooperation with the school nurse, will designate these individuals. All medication and treatments will be charted on a daily log.

A parent or guardian must complete a form before any medication will be administered. The form must contain the following information:

1. Name of student
2. Name of medication
3. Dosage and time medication is to be given
4. Name and number of physician and pharmacy
5. Signature of parent/guardian
6. The prescription number and date must be on the bottle label.

**EXCEPTION:** Students will be allowed to keep bronchial inhalers in their possession under the following condition:

- The parent/guardian signs a form releasing the Sunbury Christian Academy faculty of responsibility concerning these inhalers.

Students may take over counter medications (OTC) only with the direct written permission of their parents, guardian, or responsible adult who is acting on behalf of the student. Again, these must be administered in the office.

At the beginning of each school year, the parents/guardian must complete a form to indicate which OTC medications the student will be permitted to take on an as-needed basis.

All students must have any medications administered by designated school personnel in the school office. Parents must provide a note to inform the office on how often OTC medicine is to be dispensed. Students may use cough drops, or throat lozenges only with permission of the classroom teacher. All pills, capsules, or liquid medications are not to be taken in school unless they are dispensed in the office. Diet or nutrition supplements are not to be taken in school.

The approval list of over-the-counter medications will include the following:

1. Acetaminophen (i.e. Tylenol)
2. Non-steroidal anti-inflammatory drugs (i.e. Ibuprofen, Naproxen)
3. Antacids (i.e. Tums)
4. Cough/cold preparations - containing antihistamines, decongestants, cough suppressants (provided from home - SCA does not stock these)
5. Throat lozenges

Faculty will use their discretion when a child is not feeling well. They will evaluate the student, and if they determine that the student is not capable of being in class, they will send them to the school office. Temperatures will be taken and students will be checked to see if parents should be called.

If your child becomes sick at school and we are unable to contact the parent or the emergency numbers recorded for the student, we may at that time contact the child's physician in regard to medication to be administered. Please try to provide numbers that will allow students to be taken home, if necessary.

### **Severe Allergic Reaction**

If your child has a classmate that has peanut or tree nut allergies, you may be asked to refrain from sending products containing peanuts or tree nuts to school.

### **Tuition Collection Policy**

1. Tuition that is paid in full prior to the start of the school year will receive a 2% discount.
2. Families with more than one student will receive a tuition discount for each successive student.
3. Monthly payments are to be made in twelve (12) installments (July-May – TWO payments in May, the last payment is due by May 30th) for students in Preschool – grade 12. Checks are payable to Sunbury Bible Church marked, "Tuition"
4. Monthly tuition is due on the 1st of each month. Tuition payments made after the 5th of each month are considered late. Late accounts will be charged a \$20.00 late fee. The late fee will be increased to \$25.00 per month for accounts receiving 3 past due notices during the current school year.
5. Accounts not current by the 15th of each month will be issued a statement and letter by mail, indicating their student/s may be suspended from school if the current balance is not paid by the end of the current month.
6. Any account balance past due by 60 days may result in the dismissal of the student(s) from SCA at the discretion of the Administrator and School Committee.
7. Report cards, transcripts, permanent records, or diplomas will not be issued for any account not paid in full.
8. Health records will be transferred to another school upon request.
9. SCA reserves the right to deny re-enrollment if there is a outstanding tuition balance from the previous school year.
10. Accounts will be assessed a \$25.00 penalty, plus bank fees for any checks returned due to insufficient funds.
11. Early withdrawal of your child from SCA will be subject to a thirty-day penalty, equivalent to one month's tuition.
12. Registration and re-enrollment fees are not refundable.

If a situation arises which prohibits payment of an account when due, it is the responsibility of the parents to notify the office. Applications are available upon request for tuition assistance.

### **School Supplies**

Students should have the items noted on the supply list at their grade level. Parents should check with students periodically to see if additional supplies are needed. A supply list is available on the SCA website at [sunburychristianacademy.org](http://sunburychristianacademy.org). Secondary students are expected to provide materials for papers and projects they are required to do. Markers, poster board, etc. are not provided by the school, except for art class.



## Textbooks

Some textbooks are consumable and may be written in, while other textbooks are non-consumable. Non-consumable textbooks must be returned at the end of the school year. Teachers will advise students regarding which textbooks students can write in, and which textbooks need to be returned undamaged. Book covers are required and available at the office. Students may be assessed a fine for damaged textbooks.

## Grading System

### K-4 and Kindergarten Grading Scale:

**O** = Outstanding  
**S** = Satisfactory  
**NI** = Needs Improvement  
**U** = Unsatisfactory

### Grades 1-12 Grading Scale

Percentage grades have the following letter grade values and receive the corresponding number of grade points:

Grade	Description	Low Limit	High Limit	GPA Value
A+	Excellent	97.5	100	4.0
A	Excellent	94.5	97.4	3.8
A-	Excellent	91.5	94.4	3.7
B+	Above Average	88.5	91.4	3.3
B	Above Average	84.5	88.4	3.0
B-	Above Average	82.5	84.4	2.7
C+	Average	79.5	82.4	2.3
C	Average	75.5	79.4	2.0
C-	Average	73.5	75.4	1.7
D+	Below Average	70.5	73.4	1.3
D	Below Average	66.5	70.4	1.0
D-	Below Average	64.5	66.4	0.7
F	Failing	0	64.4	0.0

## Distinguished Honor Roll

**Elementary** students must earn all A Grades with no more than one B per marking period in all graded subjects. For year-end Distinguished Honor Roll certificates, no more than four (4) B grades are allowed on the entire report card.

**Secondary** students must earn a numerical average of 95% or higher for the distinguished honor roll.

## **Honor Roll**

**Elementary** students must earn any combination of A and B grades. For year-end Honor Roll certificates, no more than two (2) C grades are allowed on the entire report card

**Secondary** students must earn a numerical average of 92% - 94.99%

## **Honor Society Membership Qualifications**

Students must have a cumulative grade-point average of 92% (no C's) to be eligible for membership to the SCA Honor Society. The student must have this average over four (4) consecutive marking periods to be eligible. This would include third and fourth marking periods in 10<sup>th</sup> grade and first and second marking periods in 11<sup>th</sup> grade to be eligible for induction as a junior. Or, the 92% average (no C's) must be attained throughout the third and fourth marking periods in 11<sup>th</sup> grade and the first and second marking periods in 12<sup>th</sup> grade to be eligible to be inducted as a senior.

An Honor Society induction will be held for parents and friends to honor inductees. Current Honor Society members are also invited to attend this event.

## **Report Cards**

Printed report cards are issued each nine-week period and are also viewable on RenWeb.

If the required course work is not met, an incomplete will be recorded on the report card. Students have 10 days to complete course requirements before a final grade is determined. Students will still be required to complete current work while making up incomplete work.

Report cards and access to RenWeb may be denied to those whose accounts are not current. Final grades, report cards, and diplomas may not be issued until all tuition and other fees are paid in full. Un-returned text and library books may also delay report cards. Student academic records and transcripts will not be transferred to another school until tuition and other fees are paid in full. Final report cards will be mailed home at the end of year.

## **Mid-Quarter Progress Reports**

Mid-Marking Period progress reports are made available on RenWeb for students in Grades K-12.

## **Academic Ineligibility**

A student will not be eligible to participate in any Sunbury Christian Academy regularly scheduled extracurricular activity (for i.e. sports, clubs, praise team, student council, ACSI activities, etc.) if two D grades or one F grade is received in any subject at the end of each 4 ½ week evaluation period. At the end of 2 weeks, the student will become eligible to participate again in Sunbury Christian Academy activities if the student has met the stated academic standard.

A student involved in such activities who is ineligible for two (2) consecutive 4 ½ week periods or three (3) times within the year will not be allowed to participate in the activity for the remainder of the school year.

### **Dinner Theatre Participation Policy**

1. Any student on the academic ineligibility list two or more times during the first two mid-quarter progress reports, or the first two marking periods of the current school year, will not be permitted to participate in any part of the dinner theatre preparation or production.
2. Any student on the academic ineligibility during the third marking period will not be able to attend the wrap party.
3. Dinner servers on academic ineligibility at the time of dinner theatre will still be expected to serve, but are not permitted to attend the wrap party.

### **Achievement Tests**

Achievement tests assess students' strengths and weaknesses and help us to educate more effectively. They are valuable in showing you how your child is progressing in various subjects and in academic ability and disciplines from year to year.

### **Learning Lab**

The lab provides for academic acceleration and remediation. Online classes are available and assigned to students at the discretion of SCA Administration. Support staff is available in the lab for students in K-12<sup>th</sup> grade requiring remediation assistance as well as those with an accelerated academic schedule.

Dual Enrollment/Early College courses are available for qualified 11<sup>th</sup> and 12<sup>th</sup> Grade students. SCA students are required to maintain an 85% overall average to qualify for early college enrollment.

Additional remedial support is provided by the Central Susquehanna Intermediate Unit (CSIU) in the form of tutoring for reading, math and speech.

### **Exams**

Secondary students will be given Mid-Term and Final Exams in Bible, English, Math, History, Science, and Spanish. Seniors may be exempt from the final exam of any course if they maintain an A average throughout the school year. Exams may be made up only due to extenuating circumstances

## **Homework**

Homework reinforces student learning, teaches responsibility, organizational skills, and time management, are all important elements for a student's success in school. Homework will vary with the grade level, teacher, and subject.

The following steps will be followed for secondary students who fail to turn in homework or assignments on time.

- 1 Day late – The student will lose 10 pts / equivalent of a letter grade
- 2 Days late – 20 pts / equivalent of 2 letter grades
- 3 Days late – 30 pts / equivalent of 3 letter grades
- 4 Days late – 40 pts / equivalent of 4 letter grades
- 5 or more days late / 0 points

Additional consequences may be applied to students who consistently fail to turn in assignments on time. Parents will be notified when additional consequences are deemed necessary by the SCA Administrator.

Students are expected to be responsible for knowing when assignments are due and turning their assignments in on time. Parents can remain up to date on student assignments via Parentsweb.

## **Promotion Policy**

**For Secondary Students** – Students who fail any core subject (Math, History, English, Science, or Bible) must attend an SCA-approved summer school program or complete an SCA-approved online course and pass the core subjects that were failed. Failure to fulfill these requirements will result in retention. If a course cannot be accommodated in the students schedule and no provision for retaking the class can be arranged, the student will repeat the failed high school grade. Each student must have the minimum number of required credits to graduate from high school.

### **Graduation Requirements**

Beginning with Grade 9, all students must accumulate a minimum of twenty-six (26) credits in order to graduate from Sunbury Christian Academy.

<b>Units of Credit</b>	<b>Course Title</b>
4	Bible
4	English
4	Social Studies
4	Mathematics
4	Science
4	Approved Electives
1	Physical Education
1	Health
<b>Total: 26</b>	

All students are required to be scheduled for 5 or more courses per quarter. Requests to be scheduled for less than 5 courses will be determined at the discretion of the administrator.

### **Valedictorian and Salutatorian**

The process used to select our valedictorian and salutatorian is as follows: Take the numerical grade and multiply it by the number of credits. This equals the weighted grade. All the weighted grades are then added together and divided by the total of all the credits. This equals the weighted grade used for evaluation purposes.

### **Withdrawal from Class (Grades 9 – 12)**

Students may only withdraw from a course between weeks 1-4 of each semester, and after the following steps have been followed.

1. Students complete a class withdrawal form
2. Discussion between teacher(s), parent(s), and student concerning reason for wanting to withdraw.
3. Administration will review credits and course of study to confirm student does not need the course for credit.
4. Approval from the administrator
5. When possible, consider transferring the student to a similar class.

### **Physical Education Requirements**

It is a state requirement that no student is excused from the required physical education program without a doctor's excuse. All students are required to complete Physical Education with a passing grade to meet graduation requirements.

### **Physical Education Safety**

1. Watches, earrings, jewelry, etc. should not be worn during class.
2. All school policies will be enforced in class as well as in the locker room.
3. SCA will not be responsible for money or valuables left in the locker room.

### **Physical Education Clothing**

1. Elementary students should dress appropriately and wear sneakers on PE days.
2. Students in grades 6-12 must bring a change of clothing for PE class: clean shirt and shorts or warm-up pants, and sneakers.
  - a. Shorts must be mid-thigh length

### **Physical Education Class Activities**

Students are expected to participate in all PE activities. Excused non-participation may only be given for the following reasons:

- a. A medical excuse signed by a physician, and indicating the total time involved, and the date on which the student may return to activity.
- b. A note from parent or guardian for one class only.

### **Physical Education Grade System**

The following Point System Applies to Secondary Students

- |                                     |          |
|-------------------------------------|----------|
| a. Dressing in proper clothing..... | 2 points |
| b. Participation .....              | 2 points |
| c. Sportsmanship.....               | 1 point  |
| d. Total Daily points .....         | 5 points |

### **Hours**

1. The first bell rings at 8:05 a.m. Students not in homeroom by the second bell (8:10) must report to the SCA office, and will be marked tardy.
2. Teachers are on duty at 7:45 a.m. Arrangements must be made with the office for students who must be dropped off earlier.
3. Bus students are dismissed at 2:54 p.m. The busses leave promptly at 2:57 p.m.
4. All other students are dismissed at 2:59 p.m. and need to go directly outside or to the gym during inclement weather.
5. If students are still waiting for their ride home at 3:20 p.m., they will come to the school office and call a parent. Students will wait inside the school lobby until their ride arrives.
6. Elementary students may not stay after school to wait for older siblings participating in sports, drama, etc. unless permission has been granted by the administrator.

## **Prayer/Pledges**

Every day begins with school-wide scripture reading, prayer and pledge to the flags over the intercom.

The recitation of the words of the pledges given below is a consistent and continual reminder of the honor and privilege we have both as American citizens and Christians. Therefore, it is essential that every student see his responsibility to recite these pledges willingly and respectfully:

1. Pledge to the Bible: I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its Words in my heart that I might not sin against God.
2. Pledge to the Christian Flag: I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.
3. Pledge to the American Flag: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## **Classification of Absences**

The Commonwealth of Pennsylvania determines legal excuses. Legal excuses are: illness, death in the immediate family, quarantine in the home, impassable roads, and emergencies for extenuating circumstances approved by the Administrator.

Excused: A student will receive an excused absent when they bring in a signed parental note within 3 school days for the following:

1. Medical (illness, quarantine, recovery from an accident, etc.)
2. Death in immediate family (grandparent, parent, or sibling)
3. Doctor or dentist appointments that are not scheduled after school hours, or other family emergencies
4. Educational trip (with advanced notice and meeting the educational trip qualifications)
5. College/professional visit (with advanced notice)
6. Weather conditions

Unexcused: A student will receive an unexcused absent if a justifiable reason for the absence cannot be determined.

## **Excused Absence Policy**

1. For the safety of our children, parents are asked to call the office if a child will be absent or tardy, or inform the school office ahead of time with a note.
2. When a student returns to school after an absence, the parent or guardian must provide a written excuse stating the reason for the absence. If a note is not received within 3 days, the absence is marked unexcused.
3. After 10 days absence a student is required to provide a written doctor's excuse.
4. Students who arrive after 8:30 AM cannot participate in Sunbury Christian Academy activities on that day/evening unless approved by the administrator or a doctor's note is presented.
5. Students taking an educational trip or college visit need to obtain a form from the school office and have it signed prior to the visit. The student will make up all missed school work and assignments.

6. School work that is missed due to an absence must be completed. Students are given 2 days to make up work, for every day absent.

### **Unexcused Absence Policy**

1. Out-of-school suspensions will be recorded as unexcused absent. Work that is missed is required to be completed, but students may not receive credit.
2. The state of Pennsylvania allows for three (3) unexcused absences. SCA is required to submit attendance records to the public school district each year.

### **Tardy and Early Dismissal Policy**

1. Students arriving between 8:10 AM and 9:59 AM will be marked as an unexcused tardy and must have a written excuse.
2. Students leaving school after 1:00 PM will be marked as an early dismissal. Any 2-hour period will be recorded as ½ day absent.
3. All students must sign in at the school office when tardy or leaving early.
4. Early dismissals are recorded on students' attendance records.
5. Three or more tardies/early dismissals (grades K-12) will affect quarterly and yearly attendance awards.
6. The tardy is determined to be excused or unexcused by school Administration
7. Students (grades 6-12) will receive a 30 minute detention for every 3 unexcused tardies.

### **Attendance at Programs**

Students are required to attend the elementary and high school musicals when their grade level is involved. If the student does not attend, their music grade will be affected.

Juniors and seniors are required to attend the graduation ceremony.

### **Educational Trips**

1. Educational trips of five (5) days or less may be excused if the proper form is completed and submitted in advance, and the administrator has granted approval.
2. No more than five (5) school days will be excused during the school year. Beginning with the sixth day missed, the absences will be recorded as unexcused.
3. Trips taken without prior approval will be recorded as unexcused.
4. School work that is missed must be completed. Students are given 2 days to make up work, for every day absent. When possible, work should be completed before an educational trip.



### **College and Professional Visits**

College or professional visits are permitted for juniors and seniors. A form must be completed and submitted to the school office prior to the visit. College and professional visits will be recorded as an “excused absence” if proof of the visit is provided from the sponsoring school or business within 3 days.

### **Closing & Delays**

Sunbury Christian Academy uses REMIND to announce weather closings and delays. To receive messages via **text**, text @scannounce to 81010. You can opt out of messages at anytime by replying “unsubscribe scannounce.” To receive messages via **email**, send an email to [scannounce@mail.remind.com](mailto:scannounce@mail.remind.com). To unsubscribe, reply with “unsubscribe” in the subject line.

Delays and closing will also be announced on WNEP.com and the following radio or television stations: WPGM-FM, WKOK-AM, WEGH-FM, WQKX-FM, WGRC, WYGL-AM, WNEP, WYOU, and WBRE. Sunbury Christian Academy usually follows the Shikellamy School District closings and delays. If the district you live in doesn’t have school, and SCA does, your child will receive an excused absence if he/she is unable to get to school. Please call or send a note to the school office to inform us that weather was the reason for the absence.

On rare occasions, SCA may close or delay even when Shikellamy does not. Please check REMIND, WNEP.com or tune in Radio/TV stations around 6:15am on questionable days.

When inclement weather begins after students have arrived at school, please check REMIND, WNEP.com or tune in to the Radio or TV for early dismissals. All districts will follow their individual schedules and the time of arrival may vary. Please be prepared for your child to arrive home early on these days. If the weather in your area is getting bad, you may come and get your children, even if SCA hasn’t dismissed early. Generally, if school is cancelled due to inclement weather, extra-curricular activities will also be cancelled. There may be exceptions if the administrator and the SCA Committee give approval. We don’t always know early in the day, since weather may be dramatically different where the other team is located.

### **Transportation and Weather Conditions**

To avoid problems with school busses, car drivers may not claim their children before they are dismissed at 2:59. Children are to go to cars promptly at 2:59.

### **Transportation to Sporting Events**

Students must follow the guidelines given by the coaches and/or the athletic director. Students participating in sports must ride the bus to and from games, unless approval is granted from the athletic director and/or administrator. When parents transport students who are not their children, written permission is required from the parents providing transportation and the parents of the passenger.

## **Motor Vehicles**

Students driving to Sunbury Christian Academy need to complete a driving form; these are available in the school office and on the school website. The following rules are to be observed:

1. The vehicles will be parked in the designated parking area
2. Once a vehicle is parked, it should not be driven until school ends
3. No student is to be in or “around” vehicles without permission from the SCA staff
4. Teen drivers are not to leave Sunbury Christian Academy during lunch hour or other times without the permission of the Administrator and/or Sunbury Christian Academy staff.
5. The student may carry only those passengers for whom permission has been granted by the school office. A student may not ride in the private car of another student going to or from school without written permission from the parents of the student riding, and the parents of the student driving. Written permission must be filed in the school office. Students in the same family are exempt from this rule.

## **Bus Rules**

Busing is provided for children who live in a school district within ten (10) miles of Sunbury Christian Academy. SCA and the school district reserve the right to withdraw bus riding privileges from any student who does not comply with the following rules:

1. Unless a teacher is present, the student is under the authority of the bus driver while on the bus and must follow the bus driver’s rules.
2. If a student, who normally rides the bus, will not be riding the bus home, he should notify both the bus driver and his teacher.
3. No student may ride on the bus of a student in a different school district due to liability reasons.
4. Parents should talk with the bus driver if there is inappropriate behavior on the bus. If the situation doesn’t improve, please inform the SCA administration.
5. When a bus driver fills out a discipline form on a child, it will be reported to the administrator and to the district office. Children may be denied the privilege of riding the bus for continued misconduct.

## **Recess/Outdoor Activity Time (Elementary)**

Elementary teachers will supervise students during recess. Students will not have outdoor recess when it is raining, too wet, or too cold to be outside. When the temperature is below 33° (temperature is adjusted for wind chill factor), students will remain inside the building. Parents need to be sure children are dressed appropriately on cold days. If the grass is wet, students will not be allowed in the grassy areas. They will be restricted to the black top play areas.

Students who fail to follow recess rules will lose recess privileges. Students who repeatedly break rules will meet with the administrator to help correct the issue.

### **Lunch Program**

1. Hot lunch days will be Tuesdays and Thursdays. Pizza day is Wednesday, and hoagies every Friday.
2. Cost is \$2.00 for elementary students, \$2.25 for secondary students, extras are \$1.00. Pizza is \$1.00 per slice for all students.
3. Lunch tickets are available throughout the school year. Two different tickets are sold: hot lunch and pizza. Each ticket provides your student with ten lunches and/or ten slices of pizza.
4. Times: First lunch (grades K4 - 5); 11:25 AM -11:55 PM and Second Lunch (grades 6 - 12); 12:10-12:39 PM.
5. A monthly menu is available on the SCA website under the Parent Resources tab at [www.sunburychristianacademy.org](http://www.sunburychristianacademy.org) and in the SCA newsletter. Most changes to the lunch menu will be announced in advance.
6. A lunch pre-count is taken every Monday by teachers the week before the meals are served. Extras lunch can be purchased.
7. Students must pay for lunch before 9:30, unless they arrive to school later.
8. Students are not to leave the lunchroom unless permission has been given by a teacher.
9. For fundraising purposes, the senior class sells chips, crackers, and/or fruit snacks on Mondays, Wednesdays, and Fridays to elementary students. Candy is also sold to secondary students.
10. Fundraiser lunches will be offered throughout the school year. Lunches will be posted ahead of time on the school menu and on RenWeb. Prices may vary by individual lunch.

### **Milk Program**

1. Cost is 35¢ per ½ pint carton
2. Student may choose from white, chocolate, or skim, and must order one week in advance.
3. Elementary students may pay for milk by the semester (1/2 yr.), week or day
4. Middle and high school students will pay at lunch when they receive their milk.

### **Chapel**

Sunbury Christian Academy has chapel programs on a weekly basis. Chapel sessions are led by teachers, staff members, area pastors, missionaries, Christian colleges, musicians, and other guest speakers of special interest to our students. Through these chapel sessions, we want our students to have a clearer understanding of God's Word, be challenged to apply it, and be motivated to live life in a way that pleases and honors God.

## **Student Council Guidelines**

Purpose: To promote spiritual growth, enhance school spirit, and nurture leadership qualities in those serving.

Goals: To develop activities that will foster the following relationships:

1. Student to student
2. Teacher to student
3. Parent to school
4. Church to school
5. Community to school
6. SCA Committee to school

Qualifications: for Student Council for all officers, class representatives, and alternates:

1. Must show evidence of a personal relationship with Christ through attitude, behavior, and a consistent life-style.
2. Must have a B average or better in core subjects.
3. Must have staff approval.
4. Must abide by the SCA Student Code of Conduct. *See Appendix for Student Code of Conduct*

Because Student Council members are to be role models for all students the following guidelines have been developed. Any officer, class representative or alternate, not meeting above qualifications will be asked to step down and the position filled by another qualified student. A vote including the Classroom Teacher, Student Council Advisor/s, and the Student Council will be taken to determine the new council member.

Reasons for removal from Student Council are as follows:

1. Academic probation
2. Discipline or attitude problems
3. Poor Christian example

## **Study Hall Procedures**

Students are expected to complete assignments and homework during study hall. Teachers will monitor student behavior and encourage an atmosphere conducive to studying. Students should come prepared with homework, other material to study, or a book to read. Students may quietly play educational games provided by the study hall teacher. Students are not permitted to use their cell phones or play non approved games on school or personal laptops during study hall.

## **Hallway Behavior**

The normal procedure is to pass carefully in the hallways being respectful to all others. Student voices should be at normal speaking levels. Students should conduct themselves in a proper manner when walking to and from classes. *See Appendix for Student Code of Conduct*

Students should keep hallways neat and free of papers, books, and other things that would detract from the attractiveness of the school. Items should not be placed on the tops of lockers. All lunch boxes, backpacks and large bags should be placed neatly on the shelves in the lobby, and not on the floor. Coats should always be put on hangers.

### **Locker Information**

Hallway Lockers - Homeroom teachers will assign lockers to students. Only seniors may go to their lockers before the bell. Elementary students are not permitted to use locker shelves, hang pictures, posters, or mirrors in their lockers. Tape may not be used in any lockers, and items are not to be put on the outside of lockers without permission from the administrator. The lockers are the property of Sunbury Christian Academy and may be searched at any time if there is probable cause. The administrator and teachers will inspect lockers periodically.

Gym Lockers – Students may be assigned gym lockers for use during physical education class. The physical education teacher will assign lockers. These are only to be used during gym class. Please remind students to take gym clothes home to be washed regularly.

### **Visitors and Student Guests**

1. All visitors must sign in at the school office.
2. Guests of SCA students, who are interested in enrolling at Sunbury Christian Academy, are allowed to visit classes. The guest student must conform to the same standards of conduct and dress code expected of all SCA students.
3. Alumni are welcome at any time, but classes are not to be disrupted.

### **Off-Limit Areas**

Students may not be in any areas of the school/church without supervision and permission from the administrator. Off-limit areas for students are teacher's lounge, church sanctuary, church restrooms, and both kitchens. Students are not to be in the halls, gym or library, before or after school without the approval of the administrator. Students attending activities at SCA need to stay at the activity and are not permitted to wander inside or outside the building. Class sponsors, club sponsors, and parents working at the school also need to be sure students under their direction are supervised.

### **Electronic Devices**

Cell Phones – Cell phones can be valuable tools. They keep us connected to family and friends, and can be useful in emergency situations. In an educational setting, however, cell phones can be a significant distraction.

Cell phones may not be used during school hours (7:45-3:00) unless permission is given by a teacher or school administration.

SCA students are required to keep their cell phones off (not in silent mode), for the duration of the school day. Students are not permitted to use their cell phones in the restrooms or at any other time of the day unless special permission is given by school administration or faculty. Students may keep their phones in their lockers or in their back packs but all phones should be turned off for the day. If a student feels the need to call their parent, the student will be given permission to call using the school office phone.

- Teachers are permitted to require that students leave their cell phones in the classroom with the teacher when visiting the restroom.

The following disciplinary action will be taken for cell phone violations:

FIRST OFFENSE – Confiscation of Phone to be held in the school office for the remainder of the day & Lunch Detention.

SECOND OFFENSE – Confiscation of Phone to be held in the school office for the remainder of the day & 30 Minute After-School Detention.

THIRD OFFENSE – Confiscation of Phone to be held in the school office for the remainder of the day, 60 Minute After-School Detention & a meeting with the parents. The student will no longer be permitted to bring their cell phone to school.

FOURTH OFFENSE – Confiscation of Phone & 1-Day In-School Suspension. The phone will only be returned to the parent, and the SCA Committee will be notified.

FIFTH OFFENSE – Confiscation of Phone & Grounds for Dismissal as determined by the SCA Committee.

It is our desire to partner with parents in order to best enforce these rules. Please talk with your student about these expectations. Please call the office if you need to contact your student during the school day and we will get your message to them. We appreciate your support of school administration as we equip students to succeed in the classroom while training them to use technology wisely.

Senior privileges will remain in place for 12<sup>th</sup> grade students during lunch.

Bring Your Own Device (BYOD) – Students in grades 9-12 who make application and are approved by school administration will be permitted to bring in their own device to be used in classrooms, under the direct supervision of their teacher. For BYOD, a “device” is a privately owned laptop, tablet computing device, netbook, notebook, iPad, or similar device. To apply, students must request an application from the school office. Both students and parents must review and sign this agreement, and then return it to the SCA Office. Student requests will be reviewed and will be granted or denied permission to bring their personal electronic device at the discretion of the SCA Administrator and school Administrative Staff.

1. The BYOD policy does not allow the use of Cell/Smart phones or other electronic devices during the school day (7:45 – 2:59).
2. Students who violate the policies and procedures for electronic devices may lose the privilege of having them at school.
3. SCA is not responsible for lost or broken items

### **Property or School Equipment Damage**

The student(s) involved will pay for any property that is destroyed or broken. Students are held responsible when using classroom equipment. If a student loses or damages any equipment it is the student's responsibility to return it and pay for damages.

### **Formal**

A formal will be held every year in May for students in 9<sup>th</sup> – 12<sup>th</sup> grades. The following dress code must be followed by all in attendance:

#### **Spring Formal - Girls Dress Code**

1. Dresses may be no shorter than 1" above the knee
2. Dress slits may be no higher than 4" above the knee
3. Dresses must have straps
4. Dresses must be moveable, not form-fitting, and no cleavage is to be exposed
5. No sneakers are permitted

#### **Spring Formal - Guys Dress Code**

1. A dress jacket is required for dinner
2. Ties or bolos must be worn
3. No jeans of any color are permitted
4. No sneakers or sandals are permitted

The senior class may make suggestions to the senior class advisor as to the place and theme for the formal. The deadline for place/theme suggestions is October 31. The senior class advisor will take all suggestions to the administrator, who will then take them to the SCA Committee for final approval. All moneys for food, decorations, favors, etc. come from the sale of tickets and the senior class fund.

### **Senior Trip**

The senior class trip will reflect the mission of Sunbury Christian Academy, and the vision of Sunbury Bible Church. Students may make suggestions to the senior class advisor as to the location of the trip. The deadline for location suggestions is October 31. The senior class advisor will take all suggestions to the administrator, who will then take them to the SCA Committee for final approval.

### **Senior Privileges**

Many students look forward to senior privileges. Current Sr. privileges are:

1. Going to homeroom early
2. Use of the fellowship hall kitchen, microwave, and refrigerator for lunch preparation only.
3. Use of the Keurig (students supply their own k-cups)
4. Ordering lunch out on Mondays

### **Insurance**

The parent's personal health insurance is the primary coverage for accidents requiring medical attention. The school's accident insurance policy is the secondary coverage and picks up where the primary coverage stops. All students are offered a student accident policy to purchase at the beginning of the year.

### **Fundraising**

The Sunbury Bible Church Board of Elders and the Sunbury Christian Academy Committee, prior to the start of any activity, must approve any fundraising activities at Sunbury Christian Academy. Class fundraisers must be presented to the administrator by the class advisor for approval 2 weeks in advance.

It is crucial that our families participate in school-wide fundraisers. While tuition may appear high, it doesn't begin to cover the cost of educating your children. We realize that while no one can do everything, everyone can do something. Please participate. There are many ways you can help:

Race for Education

Purchasing gift cards for groceries, restaurants, clothing, and gasoline

Pizza sales

Collect box tops/Campbell's Soup labels

Collect printer cartridges, toner cartridges, cell phones, etc. for recycling

Participation in Hoss's/Wendy's/Bob Evan's community nights

### **Dress Code (Preschool through Grade 12)**

Sunbury Christian Academy's standard of dress is to reflect modesty, neatness, and appropriate attire for students in a Christian school environment.

**Final authority of the appropriateness of clothing rests with the School Administration.**

### **General Dress Standards NEATNESS & MODESTY**

1. All clothing should be modest, clean, without holes, thread-bare, frayed or worn.
2. Clothing with inappropriate images and/or messages will not be permitted. This includes references to sex, alcohol, drugs, secular music groups, violence, or anything contrary to Scripture.
3. Students may not wear outerwear jackets in the classroom, hallways, or lunchroom unless permission has been granted by the Administrator.



4. Sweatpants or warm-ups are not to be worn except during Physical Education class and dress down days as determined by school administration.
5. Flip-flops are not permitted (Flip flops are allowed on dress-down days and only for secondary students).
6. Hair must be kept neat and well groomed.
7. Students are not permitted to wear hats or head coverings in school except for religious or medical reasons.
8. Tattoos are not encouraged.
9. Visible body piercings are not permitted.

### **Girls' Dress Standards**

1. Blouses, Polo Shirts, T-Shirts, Sweaters, and Sweatshirts are permitted.
  - a. No visible cleavage will be permitted.
  - b. No bare midriffs will be permitted.
  - c. Shoulder straps for tops and dresses must be a minimum width of 2".
  - d. No tank-tops and camisoles unless they are worn under an appropriate top.
2. Jeans, Khakis, and Capri pants are permitted.
3. No tights, leggings, yoga pants, or similar types of clothing will be permitted.
4. Dresses and skirts without leggings are to be no shorter than four slender finger's width above the top of the knee.
5. Sandals are permitted.

### **Boys' Dress Standards**

1. Dress Shirts, Polo Shirts, T-Shirts, Henley Shirts, Sweaters and Sweatshirts are permitted.
2. Jeans, Khakis, and Dress pants are permitted.
  - Pants must fit properly. Loose fitting pants that expose undergarments are unacceptable.
3. Earrings are not permitted.

### **Dress-Down Days**

Dress-down days may be scheduled on occasion at the discretion of School Administration. The same standard for dress code will be enforced on dress-down days with the following exceptions:

1. Sweatpants are permitted
2. Shorts are permitted but must be fingertip length or longer.
3. Flip Flops are permitted on dress down days for secondary students only.

School Administration will notify students of dress-down days.

## **Athletic Teams**

Sports teams have permission to wear SCA warm-ups and athletic sports sandals on game days.

## **Discipline Procedures**

The goal of discipline is to help students learn self-control and respect for authority. Effective discipline addresses outward behavior and inward attitudes. Parental support is essential to achieve this goal.

### **Preschool through Grade 5**

When a student is disruptive in class, the classroom teacher or aide will make reasonable attempts to correct the behavior. If the inappropriate behavior continues, the student will be sent to the Elementary Coordinator and if necessary, the Administrator. The Elementary Coordinator will talk with the teacher, the student, and if necessary, the administrator to assess the situation and determine an appropriate course of action. The parent will be contacted to discuss the behavior. The goal of discipline is improved/changed behavior.

In more severe cases, the administrator may advise the Sunbury Christian Academy Committee of the problem and the possible need for dismissal.

### **Grades 6 – 12**

Whenever a student requires disciplinary action, parents will be notified using the following process:

1. The parent will receive a copy of the Discipline Referral Form via e-mail.
2. The form will state the infraction and the consequences for the infraction.
3. The parent must acknowledge receipt of the Discipline Referral Form within 24 hours of receiving the notice.
4. Depending on the situation, parents may be asked to meet with the Administrator, the Secondary Coordinator and Teacher.

Detentions will be scheduled as quickly as possible. Parents may request via e-mail, or in writing that a detention date be re-scheduled to the office. If an extension is given, the detention will be rescheduled for the next school day. Detentions will not exceed 60 minutes on any given day. Detentions longer than 60 minutes will be scheduled on multiple days.

**LEVEL I INFRACTIONS** – dress code violations, inappropriate behavior, vulgar or suggestive language, disruptive classroom behavior, and any repeated unkind acts or words toward another student, etc... Infractions of this nature proceed as follows: *See appendix for Student Code of Conduct*

- a. One warning
- b. One 30-minute detention
- c. One 60-minute detention

Infractions in this level may be grouped together. For example, a student may get a warning for a dress code violation, extending into a 30-minute detention for failure to return a discipline slip on time, and expanding into a 60-minute detention for the use of vulgar language. After this point, all further infractions will be considered Level II infractions.

**LEVEL II INFRACTIONS** – disrespect or disobedience toward a teacher, destruction of school or another student’s property, bullying, etc... Since Level II infractions are of a more serious nature, the resulting discipline will proceed as follows: *See appendix for Student Code of Conduct*

- a. One 60-minute detention
- b. One 120-minute detention
- c. In-school suspension (number of days determined by the administrator)
- d. Out-of-school suspension (number of days determined by the administrator)
- e. Expulsion (determined by the SCA School Committee).

The infractions in Level II may also be grouped together. On any of these infractions, a conference may be called with the student and his/her parents.

**LEVEL III INFRACTIONS** – theft, cheating, plagiarism, deliberate destruction of school or another student’s property, fighting, insubordination and continued disrespect toward a teacher, continued bullying, verbal, physical or sexual harassment, etc... Level III infractions may at any point result in higher levels of discipline or immediate expulsion without proceeding through the steps as listed below:

- a. In school suspension (number of days determined by the administrator)
- b. Out-of-school suspension (number of days determined by the administrator)
- c. Expulsion (determined by the SCA School Committee)

**In-School and Out-of-School Suspension for students on a sports team and/or other activity**

1. A student receiving an in-school or out-of-school suspension will not participate in extra-curricular games and/or activities. Participation in extra-curricular activities will resume after the first full day of school.
2. During an in-school suspension, work cannot be made up for credit.
3. During an out-of-school suspension, the student receives unexcused absences for suspended days, and work cannot be made up for credit. They will be given work to do that would have been covered in class and a character quality project to complete to address the situation causing the suspension.

**Detention, Absence, Game Day, Practice for Activity (Sports, etc.)**

1. Detentions served after school will take precedence over games, practices, or other school activities.
2. When a student is absent from school on a game, practice or activity day, the student will not participate in the game, practice or activity that day or evening.
3. Students, who do not arrive by 8:30 AM, may not participate in Sunbury Christian Academy activities on that day or evening, unless approved by the Administrator, or a doctor’s note is provided.

**CODE OF CONDUCT ISSUES** - violating the code of conduct in or out of school in regard to tobacco usage, any sexual activity or any illegal activity such as drug or alcohol usage, etc. may result in expulsion from school. *See Appendix for Student Code of Conduct.*

**LITTLE OR NO TOLERANCE** - will be enforced for threatening to harm another student, for bringing a gun or other weapons to school, and harassment via text messaging and e-mails. These violations may result in the recommendation for immediate expulsion from school.

**GROUND FOR DISMISSAL** - The school reserves the right to dismiss or deny admission to students for any reasons the Administrator and the Sunbury Christian Academy Committee deem fit. Those reasons include, but are not limited, to the following:

1. Attitude Incompatibility
2. Uncooperative spirit
3. Rebellion towards discipline
4. Tuition in arrears
5. Chronic unexcused absences or tardiness
6. Continued challenges and lack of adherence to the dress code
7. Lack of parental cooperation
8. Inability to respond to academic curriculum including repeated late and in-complete homework
9. Violations of Sunbury Christian Academy rules and Standard of Conduct as determined by the administrator *See Appendix for Student Code of Conduct.*

### **Bullying Policy**

Bullying of any type will not be tolerated at SCA. Bullying is described as any intentional electronic (texting, websites, email, voicemail), written, verbal, or physical act, or a series of acts:

1. Directed at another student or students
2. Occurs in the school setting or outside the school setting
3. Is persistent or pervasive, and has the effect of doing any of the following:
  - a. Substantially interferes with a student's education;
  - b. Creates a threatening environment;
  - c. Substantially disrupts the orderly operation of the school

**School Setting** shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, while riding a bus, or at any activity sponsored, supervised, or sanctioned by the school.

**Outside school setting** shall mean cyberbullying.

Bullying of any kind is to be reported to any teacher at SCA and to the administrator. The consequence will depend on the nature, degree, and persistence of the bullying. Bullying will usually be considered a level II or III offense with the consequence as noted below.

Level II:

1. One 120 minute detention
2. Out-of-school suspension
3. Probable expulsion

Level III:

1. In-school suspension

2. Out-of-school suspension
3. Expulsion

This policy is the result of a policy set by The General Assembly of Pennsylvania House Bill #2535, on June 29, 2012, Section 1301-A, as the Policy Relating to Bullying.

### **Withdrawal from SCA**

Parents who wish to withdraw a student should contact the Administrator for an exit conference. Health records will be released immediately upon request. Transcripts will not be released until all books are returned and accounts are paid in full. Withdrawal of your child from SCA after the 5<sup>th</sup> of any given month may require the full month's tuition payment.

### **Non-Discrimination Statement**

Sunbury Christian Academy admits students of any race or gender to all the rights, privileges, programs, and activities generally accorded, or made available to its students, and does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school administered programs.

## Mascot/Colors/Song

Mascot: The eagle

Colors: Forest green and white

Song: Our Prayer (Words and Music by Barry Wills)

May knowledge found within this place  
Be filled with Christ and mixed with grace,  
And lessons sown reap that reward  
Of students taught to fear the Lord  
Oh, Father answer as we pray  
For this our school, our SCA

May hearts be open to your word,  
And profit from instruction heard,  
Correction given; texts understood  
Equipped for every work that's good.  
Oh, Father answer as we pray  
For this our school, our SCA

Lord, may we fully apprehend  
The value of a godly friend  
To keep our spirits sharp and true,  
Yet gently sensitive to you.  
Oh Father answer as we pray  
For this our school, our SCA

And may this be a haven where  
Our hearts are often joined in prayer.  
And as we leave may we display  
Your holiness along the way.  
Oh, Father answer as we pray  
For this our school, our SCA

Oh Father to our hearts keep sealed  
The lessons learned, the Truth revealed,  
And as we have lost our youth  
Might still be strengthened in the Truth  
And still you'll answer as we pray  
For this our school, our SCA

Each and every

Act and attitude should

Glorify the

Lord and

Encourage

Salvation, sanctification, and service



## Student Code of Conduct

At Sunbury Christian Academy, we seek to provide a quality education in an environment that is Biblically based. The overriding goal in our student code of conduct is to communicate guidelines that inspire students to reflect Christ in their thoughts and behavior. Discipline is more than “making” a student do what is right. SCA staff and faculty encourage students to choose to do what is right. We do not claim to be perfect in all of our decisions, and we acknowledge that human wisdom falls short of God's standards. Students at SCA are required to respect the rights of others, and demonstrate cooperation with all members of the school community. High personal standards of courtesy, decency, morality, speech, honesty, and respect in all relationships with others shall be expected.

In our efforts to equip students for life, SCA seeks a partnership with parents in the discipline process. It is important that the school and the home work cooperatively for the student's good. We aspire to instill in students proper educational and Biblical principles through a program that includes clear disciplinary procedures. As students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.) Our goal should always be obedience to the Scripture that says, “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” (Colossians 3:17, NIV).

The following standards of behavior have been established in an effort to make SCA a place where all students can grow and learn. The specific conduct stated in this code is not an exhaustive list of expectations but provides examples of behavior that are subject to action under the code.

1. Respect the authority of teachers, administrators, and staff members (Hebrews 13:17 and 1 Thessalonians 5:12-13).
2. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property (Ephesians 4:28-32).
3. Abstain from profanity, vulgar or abusive speech, writing, and actions. Such speaking and acting is harmful to others and is not appropriate or conducive for moral and spiritual development (Ephesians 4:29).
4. Abstain from the use or possession of alcoholic beverages, tobacco, drugs, pornography, and other undesirable practices that are illegal and/or generally recognized as harmful to health and Christian character (1 Corinthians 6:19-20).
5. Abstain from participation in, the condoning of, and/or the promoting of such practices as sexual immorality, homosexual acts or sexual orientation (Leviticus 18:22, Romans 1:24-28, 1 Corinthians 6:9 and Matthew 19:4-6).
6. Students on social media and other electronic communications (i.e. text messages, instant messaging, personal blogs, web sites, or other communication methods) are to strive toward displaying a Biblical example through their conveyed words, photos, videos, and other items contained within these communications. Cyber-bullying is inappropriate and is punishable at the discretion of the SCA Administrator and the SCA School Committee.
7. Electronic devices (cell phones, game devices, cameras, etc.) are not permitted for use during the school day (7:45-3:00). Students using these devices will be required to give them to the SCA staff member who witnesses a violation of this policy. The staff member is required to leave the device in the school office for the remainder of the school day. The student will report to the school office and request to have the device returned prior to leaving at the end of the school day. Students who repeatedly use cell phones during the school day may lose the privilege of having the phone at school. Further restrictions may be added for school events at the discretion of the administrator. Seniors are given the privilege of using their phones during lunch, but must follow the guidelines of the SCA

Student Handbook. Students may be permitted to use electronic devices for field trips and other school activities at the discretion of the SCA Staff.

8. Refrain from public display of affection. This includes all forms of affection including kissing, hugging, holding hands, etc. As students, you are expected to conduct yourselves in a discreet and Christian manner.
9. Students are expected to do his/her own work and not give or receive help on quizzes or tests unless the teacher has granted this privilege on a particular project. A student's grade should reflect his/her individual effort. Honesty is a Christian virtue that should be displayed by all students. Cheating is a serious offense.
10. Students may not plagiarize. The definition of plagiarism is the "use of another writer's ideas or words without giving the writer credit for them."
11. Dangerous or presumed dangerous items such as knives, guns, lighters, and matches are not permitted at school.
12. The Code of Conduct for students applies on all field trips and on all school-sponsored events, both on the school campus and away from it. The SCA Administrator reserves the right to discipline and if necessary, with approval from the SCA School Committee, dismiss students who are unable to consistently maintain the SCA Student Code of Conduct and Student Handbook standards.